EXHIBIT 45

R E Y N O L D S A N D R E Y N O L D S

43744

ERA

Accounting

ZP302 / 43744

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Reynolds &Reynolds

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Appendix A: ERA® Accounting Alphabetic and Numeric Program Lists A.1

ERA® Accounting Alphabetic Program List A.1

ERA® Accounting Numeric Program List A.13

Index I.1

Chapter 1: Introduction to ERA® Accounting

Introduction

The topics in this chapter include:

- An overview of the Accounting application
- A description of the related knowledge products

Overview

The ERA® Accounting application provides dealership personnel with management tools for controlling revenue, as well as for processing accounting data, inquiring on accounting data, and producing reports.

Processing

The ERA® Accounting application provides personnel with the ability to record accounting data and essential customer, vendor and employee information. The following tasks can be completed:

- Add, modify, and delete customer, employee, and vendor information.
- Post journal transactions for a variety of sources.
- Modify and update journal transactions.
- Post warranty claims and credits.
- Post accounts receivable.
- Calculate and print a monthly financial statement.
- Reverse and delete journal transactions.
- Perform month-end closing procedures.
- Perform year-end closing procedures.

Inquiring

The ERA® Accounting application provides personnel with the ability to inquire on essential data previously recorded. The following types of information can be reviewed:

- Customer, employee, and vendor information
- Journal transactions
- Warranty claims and credits
- Schedules
- General ledger (G/L) account totals and details
- Accounts receivable (A/R) information
- Accounts payable (A/P) information

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Reports

The ERA® Accounting application provides personnel with the ability to request reports on essential accounting information. Reports can be requested and printed with the following information:

- Journal transactions
- Schedules and mini schedules
- G/L trial balance summary and details
- A/R history and collection reports
- Month-end reports
- Monthly financial statement
- A/R statements

Integration

Integration between the Accounting application and other ERA® System applications occurs when transactions entered in other applications are closed or invoiced. These transactions are stored in the journal files until the transactions are updated to the G/L.

Integration can help streamline the posting process by reducing posting errors and duplicate data entry.

For example, when a parts ticket is invoiced in the Parts Invoicing application, an invoice prints and the transaction is sent to the Parts Sales journal file. At the end of the day, accounting office employees perform an update for parts transactions which applies the transaction to the G/L.

The following applications in the ERA® System are integrated with the Accounting application:

- Purchase Order
- Payroll
- Parts Inventory
- Parts Invoicing
- Service Invoicing
- Vehicle Management (VMS)
- Finance and Insurance
- Dealer Communication (DCS)

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Related Knowledge Products

For additional help using the Accounting application, refer to the following knowledge products.

Intercompany Entries

ERA® Centralized Accounting and Store-to-Store ICE Installation Guide (ZP917). Provides instructions on using the Intercompany Entries option, which is used to implement centralized accounting and store-to-store accounting practices at the dealership.

End-of-Year Process and Financial Statements

ERA® Accounting End-of-Year Procedures Guide (ZP506). Provides instructions on closing the accounting year, posting prior-year adjustments, and producing a 13th month financial statement.

Onscreen Financial Statement Job Aid (ZB470). Provides instructions on posting and displaying onscreen financial statements.

Onscreen Financial Statement Troubleshooting Job Aid (ZB471). Provides answers to frequently asked questions regarding onscreen financial statements.

Electronic Funds Transfer

Electronic Funds Transfer for Vendor Payments (ZP300). *(US only)* Provides instructions on creating payments to vendors using electronic funds transfer (EFT) at US dealerships.

ERA® Electronic Funds Transfer (EFT) Canadian Procedures Guide (ZCN138). *(Canada only)* Provides instructions creating payments to vendors using EFT at Canadian dealerships.

Daily Operating Control Report

Accounting Files For DOC Creation (ZB966). Provides a list of fields that can be used to build a custom Daily Operating Control (DOC) report on the Custom DOC Setup screen (0965).

Payroll

ERA® Payroll Manual (ZP308). *(US only)* Provides instructions on maintaining employee records, processing the payroll cycle, and producing payroll reports at US dealerships.

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